



CIVIL ENGINEER TECHNICIAN II PUBLIC WORKS DEPARTMENT

RE-Opening Date: October 23, 2006

Closing Date: November 10, 2006 or until filled. APPLY IMMEDIATELY

Salary Range: 15.0 (AFSCME)

The City of Woodburn is accepting applications for the above full-time position within the Public Works Department. Using computer-aided drafting, performs modifications to city maps and prepares plan drawings for public works projects.

ESSENTIAL JOB DUTIES: (examples of duties outlined in job description)

- Primary duties involve updating sewer, water and street base maps using AutoCAD 2000.
- Prepare civil design plans (streets, water, storm drains) and exhibits for technical reports involving capital improvement projects.
- Prepare special use maps, zoning maps, and other documents for staff reports and presentations.
- Perform a variety of tasks in the field and in the office, including preparation of easements and right-of-way descriptions, quantity take-offs, and collection and manipulation of field survey and other data for use in preparation of ACAD mapping and design projects.

NECESSARY SPECIAL QUALIFICATIONS:

Requires a valid Oregon Driver's License. Additional qualifications include skill and ability to effectively communicate and contribute to a positive work environment; and physical strength and agility to perform assigned work. The job requires moving materials weighing up to ten pounds and infrequently moving items weighing up to 50 pounds.

EDUCATION AND EXPERIENCE:

Associate of Science degree in civil engineering technology or civil engineering is required. Two years or more experience where principal duties involved computer-aided drafting are required.

Familiarity with geographic information systems is also desirable as city is adapting data currently only in AutoCad format for use in GIS system.

Qualifications of applicants will be evaluated based upon the combination of education and experience possessed by each candidate

See reverse side for additional information

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SALARY RANGE: \$2,994 - \$3,639 per month plus excellent fringe benefit package which includes health, long term disability and life insurances, and Oregon PERS.

APPLY AT: Woodburn City Hall - Personnel Office
270 Montgomery St.
Woodburn, OR 97071
(503) 982-5210

Submittal of a completed City application form is required. Application forms are available at <http://www.woodburn-or.gov/employ/employment.htm>. Resumes and other materials, up to three pages total, may be submitted with the application.

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The person selected for this position must provide, at the time of appointment or first working day, appropriate documentation of citizenship and ability to work as required by the Immigration and Naturalization Act of 1986.

If you wish to identify yourself as a qualified individual with a disability under the Americans with Disabilities Act of 1990, and will be requesting accommodation, that request must be made to the Personnel Officer not later than the closing date of this job announcement, and the applicant must provide information on how reasonable accommodation may be met.

Smoking is not allowed in City buildings or in City vehicles. The City of Woodburn promotes a Drug-Free workplace.

AN EQUAL OPPORTUNITY EMPLOYER